

HRG Memorandum 14-16



Commonwealth of Kentucky
Personnel Cabinet
Department of Employee Insurance
2nd Floor, State Office Building
501 High Street
Frankfort, Kentucky 40601

To: KEHP Human Resource Generalists (HRGs)

From: Department of Employee Insurance (DEI)

Re: Responding to Members Who Missed the LivingWell Promise Deadline

Date: June 3, 2014

As expected, we are receiving calls related to members not completing their HA before the deadline.

If a member requests information on how to complete the LivingWell Promise Health Assessment after the May deadline, this is the response:

1. If the member is a new hire – the member has 90 days after eligibility of health plan to take HA
2. If the member elected a LivingWell Plan during Open Enrollment, and that plan hasn't been changed, then the member must:
 - a. Complete a **LivingWell Promise Grievance Form** explaining why the HA was not completed prior to the May deadline (attached)
 - b. Send completed form to KEHP, ATTN: LivingWell Promise Grievance Committee
Mail: 501 High Street, 2nd Floor; Frankfort, KY 40601
Fax: 502-564-5278
3. Members who have questions should contact KEHP Member Services at 888-581-8834.

